



**PUNJAB TIANJIN UNIVERSITY OF
TECHNOLOGY, LAHORE**

DOC #: PTUT/ Exams/Frm-002
Rev #: 00

I-GRADE EXAMINATION FORM

Issue Date: 28-11-2024

APPLICATION FORM FOR AWARD OF "I" GRADE

(To be submitted to the Chairman of Concerned Department)

Department: _____ Entry: _____

STUDENT'S PARTICULARS

1. Student's Name: _____ 2. Regd. No. _____
(As per Matric Certificate - IN BLOCK LETTERS)
3. Father's Name: _____ 4. Student's CNIC No: _____
(IN BLOCK LETTERS WITH CONTACT NO.)
5. Address with Contact No.: _____

6. Reason(s) for Requesting "I" Grade (Please Attach Photocopies of Supporting Documents, if any): _____

I may please be awarded "I" grade in the following courses of (Fall / Spring 20____) Semester:

<u>S No</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>S No</u>	<u>Course Title</u>	<u>Credit Hours</u>
1.			2.		
3.			4.		
5.			6.		

Signature with CNIC No.
(Father / Guardian)

Signature of Student

FOR OFFICIAL USE ONLY

Case No: _____
(To be entered by Chairman's Office)

Dated: _____

RECOMMENDATIONS OF DEPARTMENTAL SEMESTER COMMITTEE

Observations (if any) / Recommendations: _____

- a. Member 1: _____ b. Member 2: _____
(Name and Signature) (Name and Signature)
- c. Member 3: _____ d. Chairman: _____
(Name and Signature) (Name and Signature)

CHAIRMAN OF DEPARTMENT

APPROVED / NOT APPROVED

Dated: _____

(Signature with Stamp)

Forwarded to the Controller of Examinations for Notification.

UNIVERSITY RULES GOVERNING AWARD OF "I" GRADE

1. A student may request for the award of an 'I' (Incomplete) grade, if for some genuine reasons (beyond his/her control), he/she fails to appear in an end semester examination or final year project.
2. 'I' grade will not be awarded for any other deficiency in a course (e.g. shortage in attendance etc).
3. For the award of an 'I' grade, the student will apply on a prescribed form "**I-Grade Exam Form**" to the Chairman/HoD of the concerned department, who will refer the case to the Departmental Semester Committee for consideration. The Departmental Semester Committee will make its recommendations based on the genuineness of the case and on the basis of his performance in mid semester examination, lab work, home assignments, quizzes, class participation etc.
4. In case the student is allowed an 'I' grade in a course by the Chairman/HoD of the Department on the recommendations of the Departmental Semester Committee, he would be allowed to take only End Semester Examination of that course on payment of prescribed fee.
5. **The 'I' grade must be completed and result must be submitted in exam branch before the commencement of the forthcoming End Semester Examination, failing which the 'I' grade will automatically be converted to 'F' Grade.**
6. Fee for I-Grade examination is Rs. 1000/- per course.
7. "I" grade will not be awarded in Summer Semester.
8. In case of repetition/improvement of a course during regular semester, no request for 'I' grade will be entertained.